



Global Minnesota®

Connect. Inform. Engage.

World Affairs & Programs Internship

Global Minnesota Fall Internships are **12-14-week \$500 stipend** opportunities that provide exposure into one of the largest World Affairs Councils in the United States. Throughout the internship, you will gain **hands-on experience** working in a **nonprofit setting**, expand your professional network, and develop a deeper understanding of our **World Affairs Events & Programs** areas. Activities are based on business needs and could involve project ownership. Internships are **approximately 10 hours per week**, Tuesday and Thursdays, with time in the office between 10:00 am and 3:00 pm as well as after-hours work (5:00 pm – 9:00 pm) during events 1-2 per month.

About the internship:

Whether it's by hearing from high-caliber international speakers and diplomats, experiencing a blend of culture and cuisine at local restaurants, or networking with internationally-minded people, Global Minnesota's World Affairs events are a local link to the global community. In addition to event planning and support, the **World Affairs and Programs Intern** assists with research for strategic planning of Global Minnesota events and other program areas including Great Decisions Discussion Groups, K-12 Education, and Professional Exchanges.

Program features include:

- Hands-on experience working for a World Affairs Council nonprofit organization
- Two assigned supervisors who will provide training and guidance
- Opportunity to join Global Minnesota staff meetings to gain deeper understanding of our operations
- Free admittance to selected public programs
- Complimentary Global Minnesota membership
- Networking opportunities
- Gain both clerical and program-specific skills
- Optional stipend of \$500 available

What the internship will look like:

- Researching emerging speakers, authors, and academics on a variety of topics and contributing to the ongoing preferred speakers list
- Contacting and liaising with venues that meet a variety of needs for the organization
- Drafting communications with event attendees and organizing outreach and reminder notifications
- Supporting with event set-up, including technology, food and beverage, and registration. Helping process walk-in registrations at each event
- Research projects that support the Program Director's planning and implementation of programs for 2025-2026
- Prepare short written executive summaries and 1-page concept papers

- Create and organize information in spreadsheets
- Organize information and records; review statistics to assess trends in event attendance and registration
- Assist with project planning and tracking

What you bring to Global Minnesota:

- Must be pursuing an Associate's, Bachelor's, or Master's degree, or have recently graduated
- Nonprofit Management, Global Studies, International Relations, Public Policy, Peace Studies, and Political Sciences or Area Studies majors preferred but not required
- Previous work and/or volunteering experience ideal
- Strong written and verbal communication skills preferred
- Availability after hours to support with public events
- Experience with Google Suite and Microsoft Office software a plus
- Experience with audio/visual technology a plus

Skills & mindset:

- Dependable, globally-minded students with an interest in learning and the ability to write well, pay attention to details, be part of a team, and respond to feedback would be a great fit for this opportunity.

Timeline of program:

- **Start date:** first or second week of September
- **Expected completion:** first or second week of December

Reports to: Program Director and World Affairs Events Manager

Important considerations:

- Able to work in-person at the Global Minnesota office 6 to 8 hours a week and up to 2 to 4 hours remotely
- Requires in-person availability on Tuesday and Thursdays within the 10:00 am and 3:00 pm as well occasional after-hours work (5:00 pm – 9:00 pm) during events 1-2 per month
- Strong English language abilities required to be able to conduct written correspondence in a professional setting
- Access to equipment and shared-drive will be provided in-office only
- This is an unpaid internship with an optional \$500 stipend available to those who successfully complete 12-14 weeks at about 10/hours week

More about Global Minnesota:

Global Minnesota is the state's leading non-profit for international engagement. Global Minnesota is a nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.6 million budget, Global Minnesota continues 70+ years of connecting Minnesotans to the world and the world to Minnesota. For more, visit our website at: www.globalminnesota.org.